



St. Mark's Church

Episcopal-Anglican

Vestry Meeting Minutes, November 30, 2021, 7:30 pm - Approved

A. OPENING

Vestry members attending were Rev. Christopher Wilkins, Lee Mericle, Rosanne Tingley, Erwin Avila, Samuel Ayodele, Laura Robey, Lucy Fernandez, Jose Fernandez, Wendy Steward – Treasurer, Joyce Walker – Vestry Secretary, and Janis Smith - Parish Administrator.

All information for this meeting was sent to the Vestry members on Friday, November 26, 2021, so that everyone could read the information prior to the meeting. All information in that mailing is attached to these minutes for the record and incorporated herein.

a. Opening Prayer:

At 7:35 p.m. Rev. Wilkins opened the meeting with prayer.

b. Acceptance of the meeting agenda:

A motion was made by Lee Mericle and seconded by Laurie Robey “to accept the agenda.” The motion carried.

c. Review and approval of the minutes from the October 26, 2021, vestry meeting: A motion was made by Lee Mericle and seconded by Rosanne Tingley to accept the minutes with corrections to the New Business Section D – it should read “Lee”, not “Janis” will call the Diocese. The motion carried.

B. REPORTS

a. Officers' Reports

e. Report from the Priest-In-Charge:

Rev. Wilkins discussed how to convert an area of the church to allow the children and parents so that they could be able to enjoy the service together.

f. Report from the Senior Warden:

Lee added that the office staff is attempting to have coverage in the office from 10:00 a.m. – 2:00 p.m. on Monday, Tuesday, Wednesday, and Friday.

g. Report from the Junior Warden:

No questions or concerns.

h. Report from the Treasurer:

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A motion was made by Lee and seconded by Laurie that the treasurer's report be accepted. The motion carried.

b. Vestry Liaison Reports

i. Buildings and Grounds:

Janis added that VAS is interested in the option of being able to have the doorbell ring in the back office so that they can let their clients into the building. St. Mark's will continue to work with VAS to see what solution can be made to help fix this issue.

Janis will be training the EOTC Church ladies on how to use the stove on Thursday, December 2, 2021, at 5 p.m.

It was suggested that St. Mark's give the cleaning staff a Christmas Bonus. This suggestion will be proposed at the FOC meeting.

The bell is finished, the plaque has been installed. The project is complete. The brick was whitewashed, and the rope has been changed so that it will withstand the weather.

ii. Christian Formation and Education:

No questions or concerns.

iii. Communications:

Rosanne asked all vestry members to please log into Realm to see if they can easily access the information they need to get to. The vestry would like Parishioners to use realm more so that they will always have access to their financial records.

iv. Development:

No questions or concerns.

v. Evangelism:

Janis has found a company that would build a pole for the sign that was already purchased. Committee needs to decide on the material they want to use and send the measurements to the company then they will get a proposal from them to see what the cost would be.

vi. Fellowship:

Fellowship was not able to have a committee meeting, therefore they were not able to coordinate the Annual Advent dinner.

vii. FOC:

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Lee made a motion that was seconded by Rosanne "that the amount of the donation to the Diocesan Hunger Fund be whatever is needed to cover the December grant shortfall, but not to exceed \$2,500." The motion carried.

Also, on page 2 of the FOC Report it should read that the pledge to the diocese has increased to from \$6,000 to \$10,000 in the 2022 budget.

- viii. Outreach:
No questions or concerns.

- ix. Pastoral Care:
Three Pastoral Care calls were done since last meeting.

- x. Stewardship:
More pledges have been made since the last report.

- xi. Thrift Shop:
The Thrift Shop was open two Saturdays in November. A modest profit was made. The special bag sales will probably end at the beginning of the year.

- xii. Worship (included in PIC Report)

C. OLD BUSINESS

- a. Second Strategic Ministries Review and current status:

Lee asked if there were any questions concerning the template sent by the Diocese for the Letter of Agreement for the Rector. Rev. Wilkins stated that the template is designed to be changed, so if there is certain wording that St. Mark's doesn't agree with, it can be changed to fit St. Mark's needs. Also, there was some discussion about what an appropriate sabbatical time for clergy would be and when it should start.

- b. New Tenant – EOTC Congregation:

Lee wanted to make sure that the vestry members know when the EOTC Congregation is scheduled to be in the building, and how things are currently working out. She included the portion of the EOTC contract that shows their rates and the times they would be using the facilities.

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D. NEW BUSINESS

a. Audit Options for the 2020 and 2021 audits:

A motion was made by Lee and seconded by Laurie "for the vestry to follow the recommendation of the FOC to hire Mr. Michael Febrey to perform a 2020 compilation (in lieu of an audit) and a 2021 full audit in 2022, at the total cost of \$9,000 (\$3,000 for the 2020 compilation and \$6,000 for the 2021 full audit)." The motion carried.

b. 2022 Budget – First draft:

A copy of the first draft of the 2022 budget was included in the vestry packet. The actual budget will not be voted on until the January meeting.

c. Short-term rental policies update – Community and Non-Profit groups:

A motion was made by Lee and seconded by Laurie that the vestry authorize the subcommittee that was put together by the FOC to make the final decision on short term rental policies update/Community and Non-Profit groups without further vestry input. Motion carried.

E. ADDITIONAL MATTERS

a. For the Good of the Order and for Good Order:

1. Rosanne explained the vestry positions that are open and gave the names of the vestry slate. Also, we need to include a delegate.

F. CLOSING PRAYER

A motion was made by Samuel, seconded by Lee that the meeting be adjourned. The motion carried.

The meeting was closed in prayer by Rev. Wilkins at 9:54 p.m.